

PART II	DEPARTMENT OF PERSONNEL SERVICES	1.488
	STATE OF HAWAII	1.490
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Minimum Qualification Specifications
for the Classes:

TAX COLLECTIONS SUPERVISOR I
TAX COLLECTIONS SUPERVISOR II

Experience Requirements:

Except for the substitution provide for in this specifications, applicants must have had progressively responsible experience of the type and quality described below:

Class Title	General Exper	Specialzd Exper	Suprvsry Exper	Total Exper
Tax Collections Supvr I	3	1	*	4
Tax Collections Supvr II	3	2	*	5

General Experience: Experience in one or a combination of the following fields: 1) cashiering experience comparable to that performed at the Cashier II level, i.e., performing cash translations and disbursements, which involved the application of pertinent laws, court orders, and/or other regulations in determining the proper amount of cash to be collected and/or disbursed; or 2) bookkeeping experience, i.e., reviewing and posting fiscal data to records of fiscal transactions.

Specialized Experience: Experience of the type and quality of experience described in General Experience above which involved tax matters.

*Supervisory Experience: Rather than actual supervisory experience, all applicants must show possession of supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory and administrative capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Non-qualifying Experience: Cashiering experience where the collection of cash is on a pre-determined amount basis (e.g., theater cashiering, sales cashiering, and similar type cashiering experience) is considered as non-qualifying for this class.

Quality of Experience: Possession of the required amount of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and responsibility as to conclusively demonstrate that he has the ability to perform the duties of the position for which he is being considered.

Substitutions Allowed:

Substitution of Specialized Experience for General Experience: Excess Specialized Experience of the type and quality described above be substituted for General Experience on a year-for-year basis.

Tests:

For competitive examinations, all applicants must qualify on the appropriate examination for the class, including the Supervisory Judgment Test.

For non-competitive actions, the examination may be waived, except the Supervisory Judgment Test. The Supervisory Judgment Test may be waived for non-competitive actions if the employee has previously qualified on this test.

Physical Requirements:

Standard 3 g. Applicants must be physically able to perform efficiently the duties of the position, which are described elsewhere in this specification. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. Any physical condition which would cause the applicant to be a hazard to himself or to others will disqualify for appointment. In addition, applicants must possess emotional and mental stability.

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This is the first minimum qualification specification for the new class TAX COLLECTIONS SUPERVISOR I and an amendment to the specification for the class TAX COLLECTIONS SUPERVISOR (1.490), approved on December 12, 1965, which was amended and retitled TAX COLLECTIONS SUPERVISOR II on September 28, 1966.

APPROVED: November 22, 1966

For (MRS.) EDNA TAVARES TAUFASAU
Director of Personnel Services